

## **Example format for a technical report on WQM**

### **TITLE**

The title should clearly and briefly indicate what the report is about.

### **Executive Summary**

Summarises the report in plain English. The Executive Summary should be able to be read and understood independently of the main body of the report. It is often easiest to write after completing the rest of the report.

### **1: Introduction**

Background to the report, including discussion of previous studies in the area or related studies. The introduction should also clearly outline the reason for the study/report, including objectives and any working hypotheses.

### **2: Methodology**

#### **2.1. Experimental/sampling design**

A description of the study area and study design, including detail such as equipment used in field and laboratory work, methodology for selecting sampling sites, field work undertaken and methods of laboratory analysis. For a WQM program this detail needs to include what parameters were tested and any standards and protocols used in the laboratory analysis of samples.

#### **2.2. Data analysis**

An outline of how the data obtained from sampling and laboratory analysis were analysed, including details of any statistical tests undertaken and their assumptions and limitations.

### **3: Results**

A description of the results obtained without any explanation or interpretation of them. Visual aids such as graphs, tables and maps may be used to summarise the results. If raw data is to be included in the report, it should be placed in an appendix rather than in the results section.

### **4: Discussion**

The results of the study are interpreted and implications of these results in terms of the project objectives are discussed. A discussion of how the results relate to other studies is also common. An evaluation of the methodology used may also be undertaken.

### **5: Conclusions**

Summarises specific conclusions drawn from the results in terms of the project objectives and working hypotheses.

### **6: Recommendations**

# Technical Report Engineering Format

**J Dewey**



## **Technical Report Engineering Format:**

*Monthly Catalog of United States Government Publications* United States. Superintendent of Documents,1987

Technical Report Writing and Style Guide Tony Atherton,2020-09-08 This book is based on and expanded from a course on technical report writing that the author has presented for over 20 years Are you an engineer who writes technical reports as part of your job yet you wish you could make them shorter and better and write them faster Maybe you write external reports for your consultancy s clients or internal reports for senior managers Maybe sometimes you think you signed up to be an engineer not a writer But now you are a writer as well as an engineer and you wish that writing a good report was easier This book will show you how to write shorter and better reports and write them faster The author is a retired chartered engineer and who has written about 100 articles and four books published by Kogan Page Macmillan and San Francisco Press Here is just one comment from one client who arranged for the course on which this book is based to be presented to his staff Thank you for the course All the feedback I ve had so far has been very positive which is quite unusual as they can be a cynical bunch Well not so much as cynical as don t like airy fairy ideas The book is down to earth with practical ideas You will learn How to break the task into three phases planning writing and editing How to avoid the biggest complaint about technical reports How to use three layers of sequencing to make the writing easier The most common format for technical reports and three others How much detail to include Twelve big tips to improve the writing and several smaller tips How to satisfy both technical and non technical readers How to cut the waffle How to edit your own work which is never an easy thing to do Seventeen consistency checks to look for when editing How to get the best from the Microsoft grammar checker How to use the readability statistics Variations between British and US English PLUS A style guide with over 130 items of guidance including all the punctuation marks Did you know that the hyphen has been described as the punctuation mark to drive you mad Monthly Catalogue, United States Public Documents ,1987 **Technical Report** Aeronautical Research Council (Great Britain),1928 Includes its Reports which are also issued separately **Technical Reports** Miami Conservancy District (Ohio),1917 Proceedings of the American Society for Engineering Education ,1912

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